

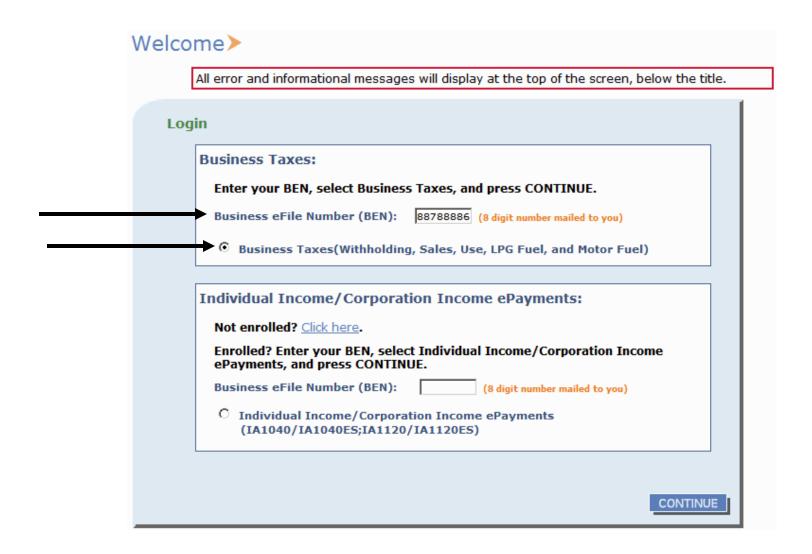


## Sales Tax Quarterly Return >

Take a deep breath and relax.

Filing your quarterly sales tax return online is not as hard as you may think! Please take the time to read this guide on how to file.





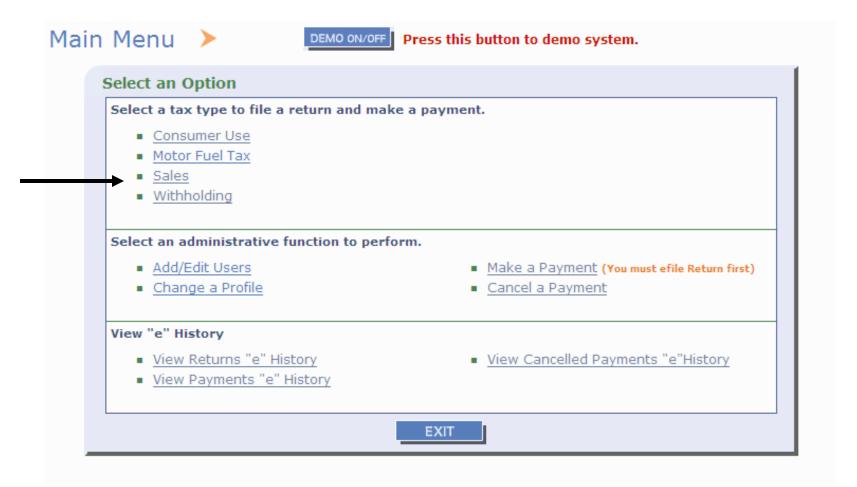
Enter your 8 digit BEN. Click continue.



Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.

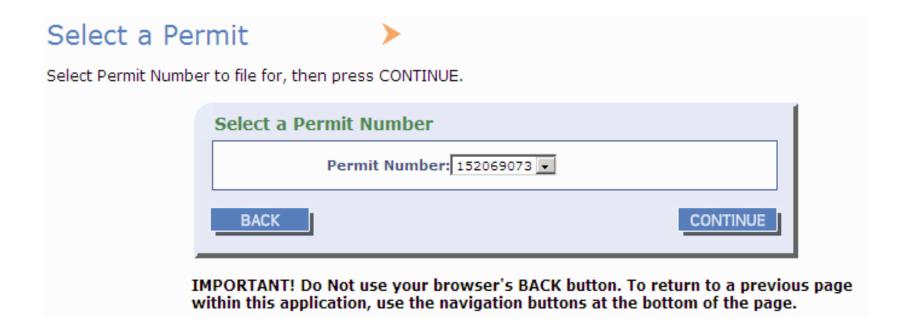
U	Iser Authentication	
	Enter User ID:	
	Enter Web Password:	
_	EXIT	LOG IN

Your User ID is 0001 if you are the only one who files returns for your business, or if you are the first one into the eFile & Pay system. Enter your User ID and your 8 character password, then click log in.



Here you select the type of tax return you want to file. Select Sales.

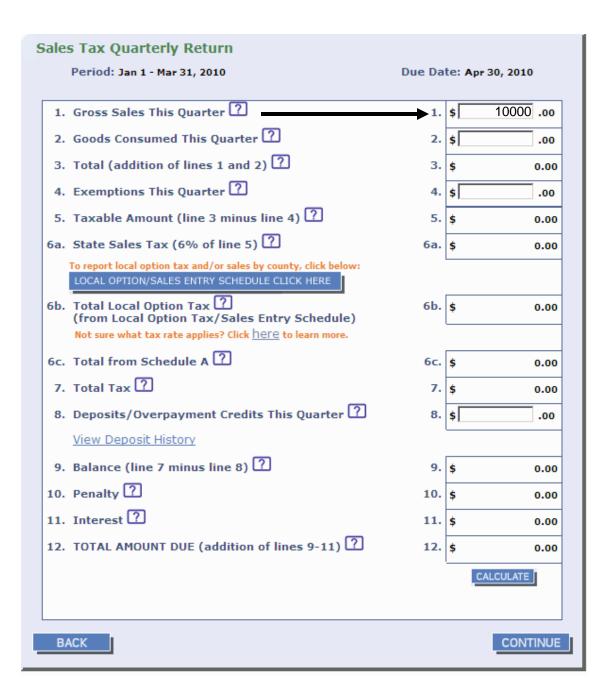
The DEMO button allows you to practice filing. Make sure the demo button is off when filing your actual return. Use the View "e" History section to check on your E-filings and payments. This is a great tool!



Select the sales tax permit you are filing by clicking the drop down arrow. If you only have one sales tax permit, the box will already be populated. Click the continue button.



Select the period to be filed by using the drop down arrow. Click continue.



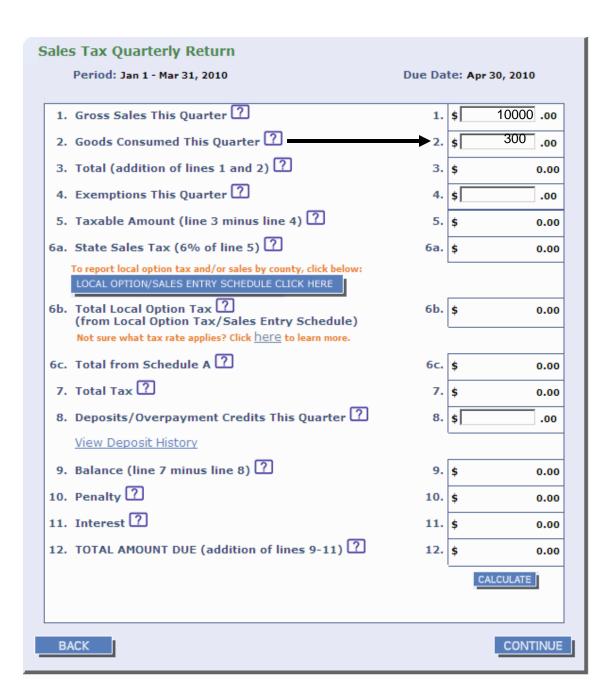
Complete the return from the top down. Entries are allowed only on lines 1, 2, 4, & 8.

Line 1: Gross Sales This Quarter does not include tax. Gross sales are ANY charges, bills, or invoices for this quarter. This includes both taxable and nontaxable sales!

Note: do not use commas or decimal points.

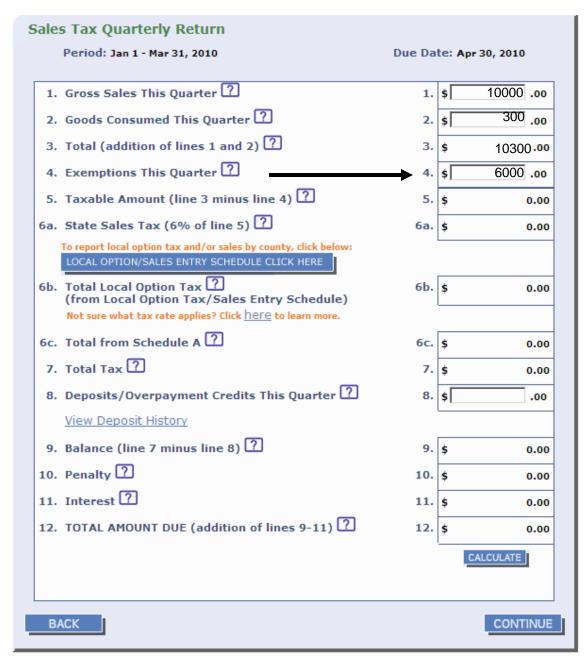
Click the calculate button.

Example: Aaron's Carpeting has \$10,000 in sales, \$4,000 in taxable sales and \$6,000 in nontaxable sales. Enter the total of taxable and nontaxable sales on line 1.



Line 2: Goods Consumed
This Quarter are items you
used for business or
personal use, but had
originally purchased tax free
for resale. You can also pay
any consumer use tax by
simply adding it to this line. If
you have no goods
consumed, enter a zero.
Click calculate.

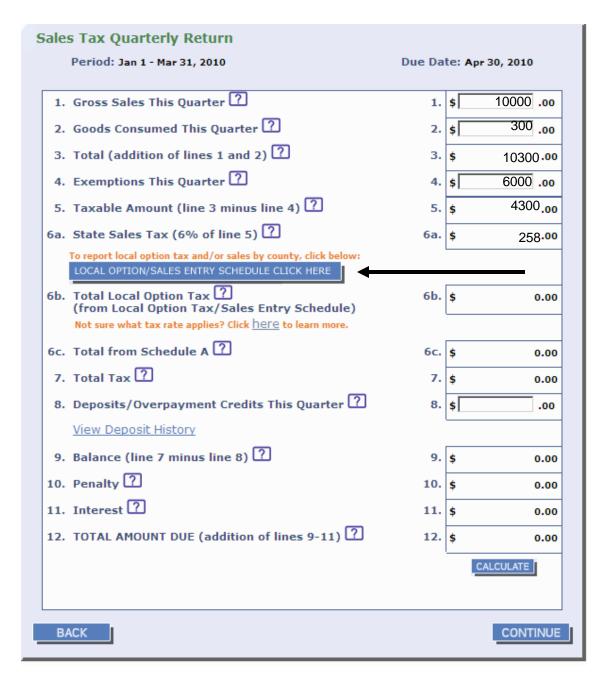
Example: Aaron's Carpeting has rugs he purchased exempt from sales tax because he was going to resale the rugs and collect the tax when the rugs were sold. However, he takes three rugs out of his inventory to give to his mother. He needs to pay the tax on the three rugs. If he was to purchase these rugs at another store, he would have to pay sales tax on it like any other customer. He simply put the cost of the three rugs in Goods Consumed to tax himself. He enters the \$300, the cost of the rugs on line 2.



Note: Line 3 calculates the total automatically.

Line 4: Exemptions This
Quarter are sales you were not required to charge sales tax.
Enter the total exemption figure on line 4 and click calculate. Once entered, break down the total on line 4 by categories. The breakdown amount must equal the amount on line 4.

Example: Aaron's \$10,000 worth of sales is from \$6,000 of carpet installation and \$4,000 from sale of carpeting and rugs. Since carpet installation is never taxable, Aaron enters \$6,000 on line 4.



Note: Line 5 Taxable Amount and Line 6a State Sales Tax will automatically calculate.

Local Option Tax: Click on the blue bar labeled "Local Option/Sales Entry Schedule Click Here."

#### Local Option Tax and Sales by County Selection Select all the counties in which you had Local Option and/or Sales by County activity to report, and click CONTINUE. SELECT ALL Adair - 01 ☐ Floyd - 34 Monona - 67 Adams - 02 Franklin - 35 Monroe - 68 Fremont - 36 Allamakee - 03 ☐ Montgomery - 69 Appanoose - 04 Greene - 37 ☐ Muscatine - 70 Audubon - 05 Grundy - 38 □ 0'Brien - 71 Osceola - 72 Benton - 06 Guthrie - 39 Black Hawk - 07 ☐ Hamilton - 40 ☐ Page - 73 □ Boone - 08 Hancock - 41 Palo Alto - 74 Bremer - 09 ☐ Hardin - 42 Plymouth - 75 ☐ Buchanan - 10 Harrison - 43 Pocahontas - 76 **Polk** - 77 Buena Vista - TT ☐ Butler - 12 Howard - 45 Pottawattamie - 78 Calhoun - 13 Humboldt - 46 Poweshiek - 79 Carroll - 14 ☐ Ida - 47 Ringgold - 80 Cass - 15 ☐ Iowa - 48 ☐ Sac - 81 Cedar - 16 ☐ Jackson - 49 Scott - 82 Cerro Gordo - 17 ☐ Shelby - 83 ☐ Jasper - 50 Cherokee - 18 ☐ Jefferson - 51 Sioux - 84 ☐ Johnson - 52 Chickasaw - 19 ☐ Story - 85 Clarke - 20 ☐ Jones - 53 ☐ Tama - 86 ☐ Clay - 21 Keokuk - 54 ☐ Taylor - 87 Clayton - 22 Kossuth - 55 Union - 88 Clinton - 23 Lee - 56 □ Van Buren - 89 Crawford - 24 ☐ Linn - 57 Wapello - 90 ☑ Dallas - 25 □ Warren - 91 Davis - 26 Lucas - 59 □ Washington - 92 Decatur - 27 ☐ Lyon - 60 ☐ Wavne - 93 ☐ Webster - 94 Delaware - 28 Madison - 61 Des Moines - 29 Mahaska - 62 ☐ Winnebago - 95 Dickinson - 30 Marion - 63 ☐ Winneshiek - 96 Dubugue - 31 Marshall - 64 □ Woodbury - 97 Mills - 65 □ Worth - 98 Emmet - 32 Favette - 33 ☐ Mitchell - 66 Wright - 99 CONTINUE

Click the county(s) where you performed your taxable service or had taxable sales. Click continue.

Example: Aaron's Carpeting did carpet installation in both Polk and Dallas counties.

# Local Option Tax and Sales by County Selection>

Enter the Taxable Sales subject to Local Option by county(s) in the appropriate column.

Enter the Sales by County in the appropriate column, as indicated below. Sales Tax: Enter the amount from Line 5 of the return by county(s). For detailed instructions, click here.

After making all entries, click CALCULATE, then CONTINUE.

For current local option rates, click here.

Note: If you have numerous entries to make, you will want to click CALCULATE every 15 minutes to save your entries.

County Name and Number	Taxable Sales Local Option	Sales by County			
Dallas-25	\$ 2000 .00 x 1% = \$20.00	\$ 2000.00			
Polk-77	\$ 0.00 X 1% = 0.00	\$ 2300.00			
	CALCULATE				
TOTAL SALES	\$2000.00	\$4300.00			
TOTAL LOCAL OPTION TAX	\$20.00				

BACK



Taxable Sales Local
Option column: sales
subject to local option
sales tax for that county.

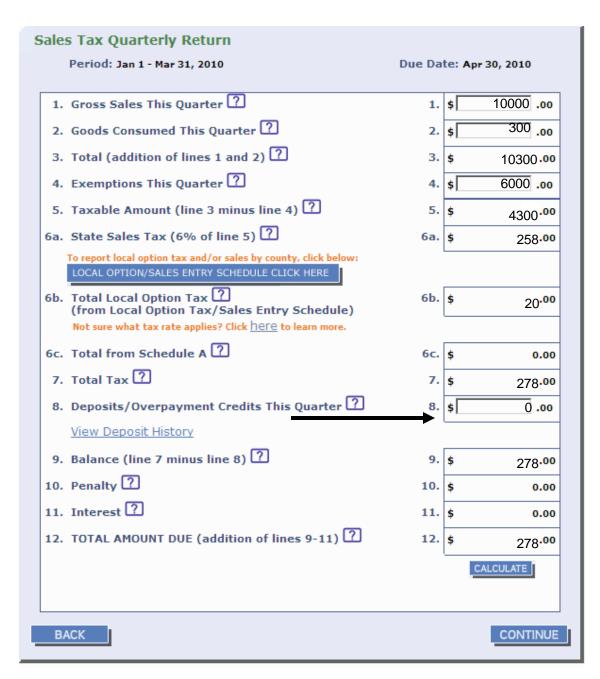
Sales by County column: sales subject to the 6% statewide sales tax.

# Enter appropriate amount(s). Hit calculate and continue.

Example: Aaron's Carpeting sold \$2,000 worth of carpeting in Perry, IA (located in Dallas county). Perry has the 1% local option sales tax and of course the 6% statewide tax, totaling 7%. Thus the \$2,000 is subject to both the 1% and 6%, so enter "2000" in both columns for Dallas county. He also has \$2,000 worth of carpet sales in Des Moines, IA (located in Polk county) and he pulled out \$300 worth of rugs from inventory for his own use. His business is located in Des Moines. Des Moines does not have local option sales tax, so no sales are subject to the 1%. He enters 0 in Taxable Sales Local Option column and "2300" in the Sales by County column for Polk county.

Link to local option sales tax rates:

http://iowa.gov/tax/business/lostsilo-6Percent.xls



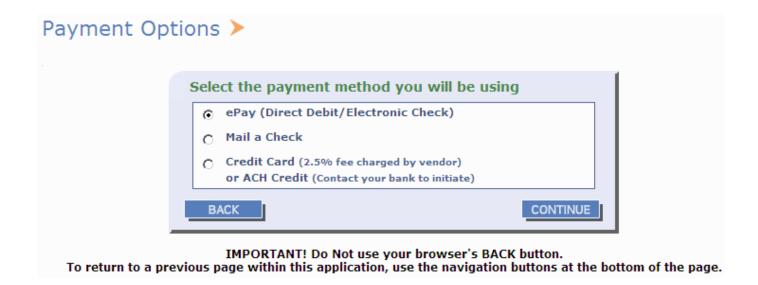
Note: line 6b will auto-populate from the Local Option/Sales Entry Schedule you just filled out. Line 7 Total Tax will calculate automatically. Lines 9 thru 12 will also calculate automatically once the calculate button has been clicked.

Line 8: Deposits/Overpayment Credits This Quarter are any monthly or semi-monthly payments you may have made to lowa Dept. of Revenue. If you have a credit carry forward from the previous quarter, add to the monthly or semi-monthly payments. If you have no monthly or semi-monthly deposits/overpayments, enter zero. Click calculate.

Example: Aaron's Carpeting is a quarterly filer and has no monthly or semi-monthly deposits or credit carry forward. He enters a zero on line 8 and clicks calculate.

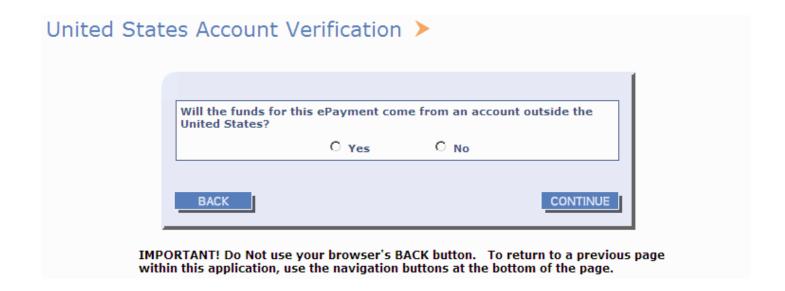
Period: Jan 1 - Mar 31, 2010		ı	Oue I	Date: A	pr 30, 2010
1. Gross Sales This Quarter			1.	\$	10000
2. Goods Consumed This Quarter			2.	\$	300
3. Total (addition of lines 1 and 2)			3.	\$	10300
4. Exemptions This Quarter			4.	\$	6000
a. Interstate Commerce	\$	0.00			
b. New Construction	\$	0.00			
c. Industrial Machinery, Equip. & Computers	\$	0.00			
d. Resale	\$	0.00			
e. Processing	\$	0.00			
f. Residential Utility	\$	0.00			
g. Sales Tax Holiday	\$	0.00			
<ul> <li>h. Other (Including Government)</li> </ul>	\$	6000			
Total Exemptions	\$	0.00			
5. Taxable Amount (line 3 minus line 4)			5.	\$	4300
6a. State Sales Tax (6% of line 5)			6a.	\$	258
6b. Total Local Option Tax (from Local Option Tax/Sales Entry S	chedu	le)	6b.	\$	20
6c. Total from Schedule A			6c.	\$	0.00
7. Total Tax			7.	\$	278
8. Deposits/Overpayment Credits This Q	uarte	r	8.	\$	0.00
9. Balance (line 7 minus line 8)			9.	\$	278
10. Penalty			10.	\$	0.00
11. Interest			11.	\$	0.00
12. TOTAL AMOUNT DUE (addition of lines	9-11)	)	12.	\$	278

Review your return for accuracy. Double check the period date, due date, and permit number. To correct an error, click Edit. You can save and finish the return later by clicking the Save and Finish Later. To submit your return now, click Submit.



Select you payment method. ePay (direct debit) is strongly encouraged. It's free, quick, and more secure than a paper check. When you choose ePay, the eFile & Pay system keeps a payment history for you to access 24/7. Click continue.

Note: Use the ePay!



Read the question, click yes or no. Then click continue.

ePay Information >							
If you enter a payment date that is after the due date, you may incur penalties and interest.							
Payments must be set up prior to 4:00 p.m. CT on the due date to be considered timely.							
Enter or change the payment information below. If no change is needed, press CONTINUE.							
Period: Jan 1 - Mar 31, 2010 Due Date: Apr 30, 2010							
Permit Number: 1-14-054820 © Checking C Savings							
Name: LEGALNM-4467							
Enter Payment Date: (MM/DD/CCYY) 04/12/2010							
Pay To The Order Of: Treasurer, State of Iowa Amount: \$ 70.00							
Memo: For Sales Payment Routing #: Bank Account #:							
See an <u>example</u> of where to find these numbers.							
BACK							

Click checking or savings. The payment date defaults to today's date or you may enter a future payment date. The payment amount will auto-populate and match the return balance due or you may enter a non-rounded amount. Enter in the payment date in the MM/DD/YYYY format. Enter your tnine digit bank routing number. Enter your bank account number. Click the continue button.

Note: You can change the routing and bank account information by highlighting it with your mouse and entering new information. Once you enter the routing and account information, it will stay in the routing and bank account fields until you change it.



Double check your payment information. If corrections are needed, click Edit. If correct click Submit. You will receive a confirmation number, date and time stamp on the confirmation page to verify that your return and payment have been successfully submitted.

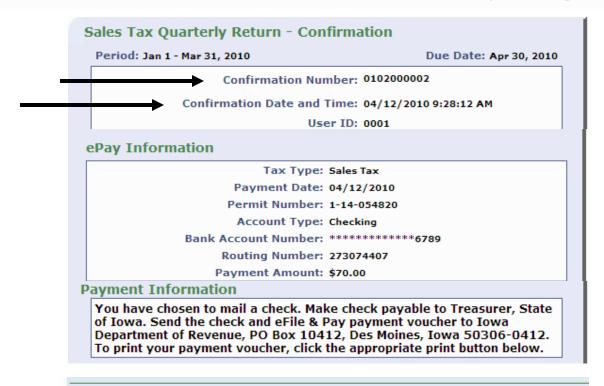


#### Please print this page for your records.

This page has been created to print in whole with printer setting margins of 0.50. If you are unsure of your printer settings, select "landscape" as the page orientation from the print dialog box to ensure that all of the information on this page will fit on the paper.

To have this confirmation e-mailed, click EMAIL below.

#### EMail Confirmation Option Coming Soon!

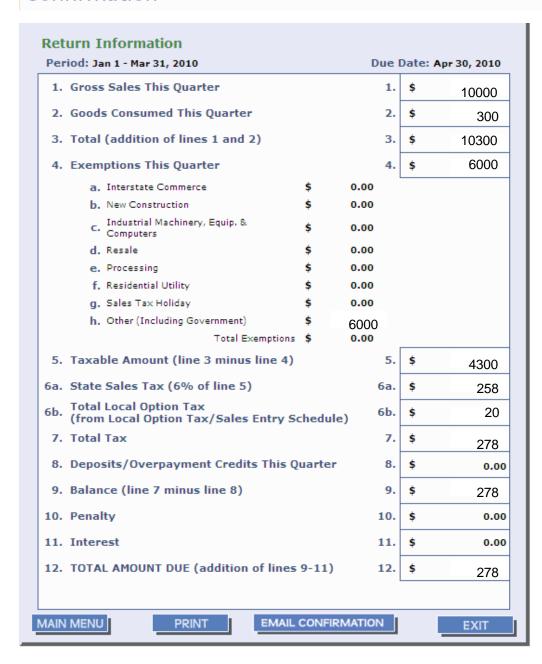


The following pages are the confirmations, you can print these for your records.

### **Payment Information**

You have selected to pay by credit card or ACH Credit. You will complete these payments outside of the eFile & Pay System. Check the Help Screen for information regarding ACH credit payments. Click to make a credit card payment.

## Confirmation >



Print out the confirmation page for your records or choose to receive an Email Confirmation. When done, click the Exit button.

Congratulations! You have now completed the return.

Example: Aaron's Carpeting is very happy he filed the return on his own and feels very confident about next quarters filing.

